
Data Protection Policy

JS Transport Management Services Ltd, trading as Total Compliance, is fully committed to safeguarding all data held by the company, ensuring its security and appropriate storage.

Data Storage and Management:

- **Company Documents:** All company documents, policies, risk assessments, employment records, and other original company documents will be stored on our secure central servers, managed internally.
- **Document Creation and Editing:** During the process of creating, editing, or amending a document, it will be kept on individual employee computers until it is published. Once published, it will be stored on the drive, and all previous versions of the document will be securely destroyed. It is essential to download the most up-to-date documents from the drive to ensure their accuracy.

Financial and Legal Data:

- **Accounting Data:** All accounting data, including customer and supplier information, financial records, and legal information necessary to meet our obligations, will be stored on our accounting system SAP.
- **Payroll Information:** Payroll data will be stored on our dedicated payroll software. Retention periods for both accounting and payroll storage will be regularly reviewed to minimise the retention of unnecessary information.

Data Breach Management:

In the event of a data breach, we are committed to taking immediate action. We will promptly inform the affected parties as soon as the breach becomes known to us. This includes notifying you of the breached data and providing details on the cause of the breach. Our objective is to prevent any further breaches and ensure the security of your data.

This Data Protection Policy demonstrates our dedication to maintaining the confidentiality, integrity, and security of all data entrusted to us. We continuously review and enhance our data protection practices to align with evolving technological and regulatory advancements.